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Dear


The Director of Personnel has asked me to invite you to become a member of the Organization's Civilian Reserve. The purpose of this reserve program is to establish and maintain on a current basis a register of certain former employees who, because of their particular skills and/or status, are believed to be capable of rendering valuable assistance to the Organization, either in conjunction with current or future operations or activities on a part-time basis or in full-time status in event of urgent need in a future emergency.

Membership in the Reserve does not obligate you to perform any service but does reflect a willingness to be considered as available should the need arise and should personal circumstances permit. You will not be asked to undertake any tasks which would in any way jeopardize or interfere with your regular employment, whether in private enterprise or with the Federal Government. Any military reserve obligation or commitment would, of course, take priority.

This refers to your period of employment which terminated on . Please return the questionnaire in the enclosed stamped envelope at your earliest convenience, even though you may be unable to participate at this time. If you indicate a willingness and a capability to undertake special tasks from time to time, you may be contacted at some future date, either by a letter from this office or in person by an accredited representative. At any rate, we expect to contact all Reservists periodically on a routine basis in order to maintain current addresses and to develop other potentially useful information.

I am sure you understand that it is essential that information regarding the existence of this Reserve or membership therein not be divulged unnecessarily.

Sincerely yours,


Reserve Affairs Officer
Office of Personnel

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Enclosure
Questionnaire